

**Phoenix Program  
Process Definition – Purchasing Module**

Process	<b><i>Purchase Order Reservation</i></b>
Process Number	<b><i>PO - 031</i></b>

***Description of Process***

This process is used if a system generated PO number is needed immediately and there is not time to create, approve, and budget check the PO. This should be used only for low dollar purchases for which approvals and fund availability is assured.

***Input to Process***

Low dollar (less than \$2500) Purchase requirement.

***Output of Process***

Dispatched Purchase Order

***Service Level Agreement Required? (if yes, provide a brief description)***

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***PeopleSoft Panel Groups being Used***

Function	Panel Group
Reserve PO	Purchase Order Reservation
Complete PO	Purchase Order
Dispatch PO	PO Workbench or Dispatch Purchase Orders

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### *Business Process Description*

Process Description	Responsibility (Agency/Centralized)
Step 1: Buyer needs to give PO number to vendor immediately to expedite emergency purchase. PO will be for less than \$2500 and buyer confirms that funds and approvals are not a problem.	Agency Buyer
Step 2: Navigates to Purchase Order Reservation (Go-Administer Procurement-Manage Purchase Orders-Use-Purchase Order Reservation	"
Step 3: Keys vendor number and origin and saves the panel. The system will generate the next available PO number.	"
Step 4: Contacts the vendor and verbally gives them a PO number so that the order can be processed. Informs vendor that a confirming PO will follow.	"
Step 5: Navigates to Purchase Order panel. (Use-Purchase Order-Lines-Update/Display)	"
Step 6: Selects buyer and then proceeds to Header panel.	"
Step 7: Selects PO type, then uses "Default" button to enter ship to location, Due date, and accounting data. Click on OK to return to Header panel.	"
Step 8: Uses "Vendor" button and confirms vendor location and payment terms. Click OK to return to Header panel	"
Step 9: Uses "Matching" button and selects appropriate match action and rules (usually "Standard" and "3-way")	"
Step 10: Goes to "Comment" panel and keys "Header" comment similar to the following: <b>CONFIRMATION, DO NOT DUPLICATE. This order was placed with "insert name with whom order was placed" on "insert date"</b> .  Note: This comment can also be inserted by selecting Std Type/ID of "PO" and "0021". The comment will be placed in the comment field for you. The person's name and date will have to be modified.	"
Step 11: Goes to "Lines" panel and enters line level information for each line. Clicks on chevrons next to each line to display line detail panel. Selects NIGP category. "99999" is acceptable for orders less than \$2500. Confirms "Receiving Required" flag. Clicks OK to return to "Lines" panel.	"
Step 12: Goes to "Comment" panel if additional item description is needed. Inserts comment row, selects "Comment type" of "Line" and keys line number and description.	"
Step 13: Goes to "Schedule" panel and keys price for each line. Further drill down and data entry is needed only if splitting or changing the accounting distribution that was entered on the "Defaults" panel.	"

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Step 14: Returns to “Header” panel, clicks the “Approval” button and saves the PO.	“
Step 15: Clicks on the “Check” icon to run the PO Edit process.	“
Step 16: If Agency uses external approvals, monitors PO status until approved. If already approved, proceed to next step.	“
Step 17: Once approved, return to PO Header and click on “Magnifying Glass” icon to run PO Budget Check. Budget Checking status should update to “Valid”. If not, check with accounting personnel to assure funds are available.	“
Step 18: Navigate to either PO Workbench or the Dispatch Purchase Order panels to dispatch and print the PO.	“
Step 19: Copy and distribute confirming PO as per agency procedures.	Buyer or Support Personnel

### ***Forms Used with Process (#)***

\*\*Attach sample form(s)

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***Process Flow Diagram (if appropriate):***

Process Signoff

Tested By  
Date Tested